## March 18, 2005

TO:

**ESD WorkFirst Supervisors** 

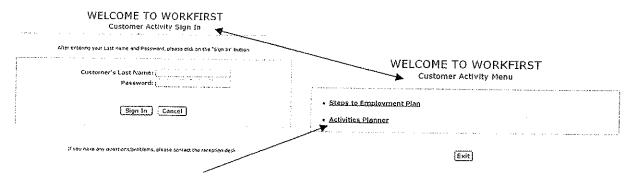
FROM:

Brian Roper, WorkFirst Program Manager

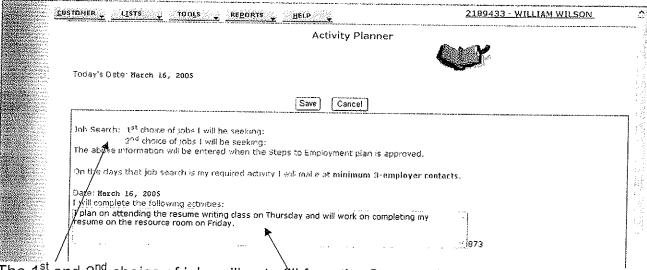
SUBJECT:

**Activity Planner** 

On March 28<sup>th</sup>, 2005, customers will be able to access the new Activity Planner screen and track their activities.



Once customers log-in to the Customer Activity Sign In screen, they need to choose the Activity Planner option. This will display the Activity Planner screen.



The 1<sup>st</sup> and 2<sup>nd</sup> choice of jobs will auto fill from the Steps to Employment plan once the plan has been approved.

Customers will complete the section titled "I will complete the following activities" and click on the Save button to save their work.

Activity Planner	
9577 - SALLY VANDYKE	
	Today's Date: Harch 9, 200
Save Cancel Print	
Job Search: 1 <sup>st</sup> choices of jobs I will be seeking:	
2 <sup>nd</sup> choices of jobs I will be seeking:	
The above information will be entered when the Steps to Employment plan is approved.	
On the days that job search is my required activity I will make at minimum 3-employer contact	s.
Date: Narch 9, 2005	
I will complete the following activities:	
	¥1000
The state of the s	and the second s
If you would like to make changes to the activity you entered today, please enter in the change. I plan on attending the resume writing class on Thursday and will work on completing my resum	s in the text box below.
resource rooom on Friday.	e si tre
Acceptance and the second of t	<u>~</u> 1000
Activity History:	
Date: 03/09/2005	
I will complete the following activities: I plan on attending the resume writing class on Thursdathe resource room on Friday.	y and will work on completing my resume in
and residence region on ready.	
	:
\ Save Cancel Print	

Any changes to an Activity Planner entry must be made the same day the original entry was created. This is accomplished by entering the changes in the 2<sup>nd</sup> text box. This second box will only be visible when changes can be made.

Customers will be able to scroll down to see past entries with the scroll bar in the Activity History section.

Staff will be able to access the Activity Planner through the Customer Tab.

If you have any questions concerning this memo, please contact the WorkFirst <u>Help Desk</u> at (360) 438-3242.

CC: Peggy Zimmerman
Sandy Miller
WorkFirst Coordinators
WorkFirst Trainers
WorkFirst Administrative Staff